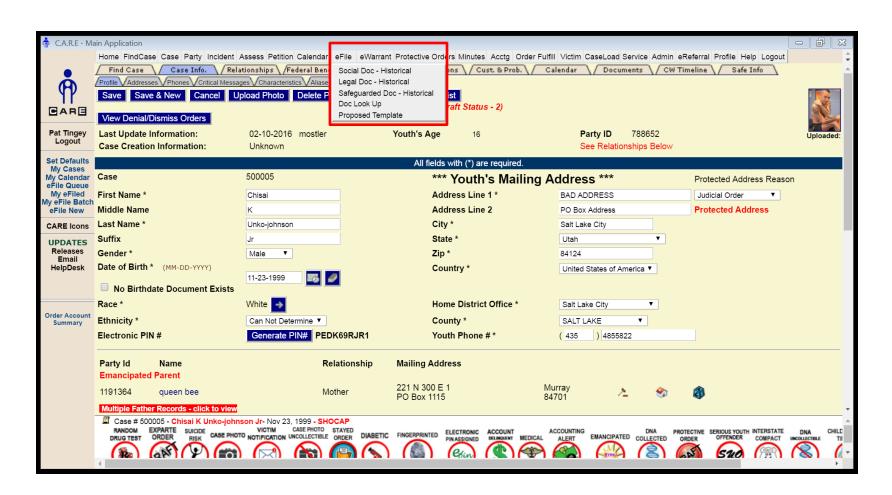
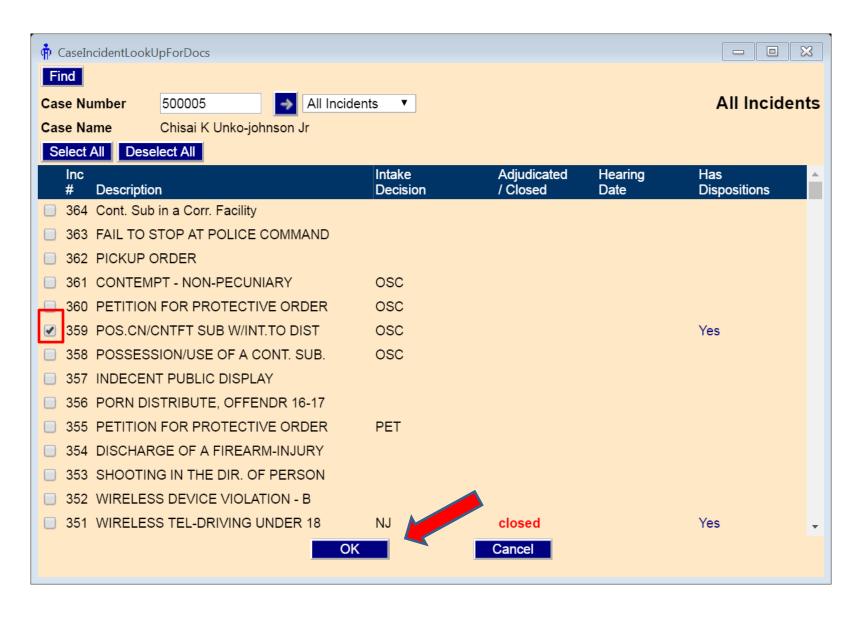
# Effective April 3, 2016 any document filed after this date must be eFiled as a **new** document.

Anything filed prior to that date must be eFiled as a historical document.

From the eFile tab select the appropriate filing category.

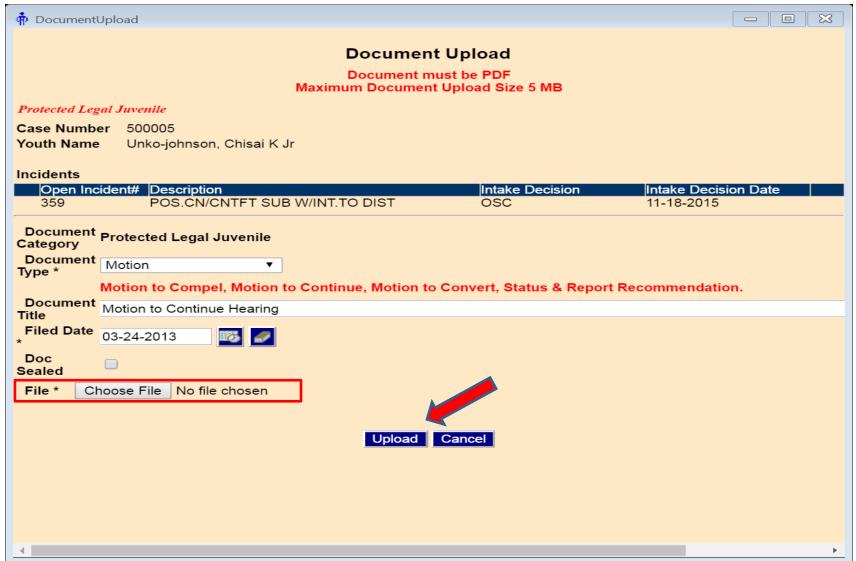


#### Select the incident number and then OK

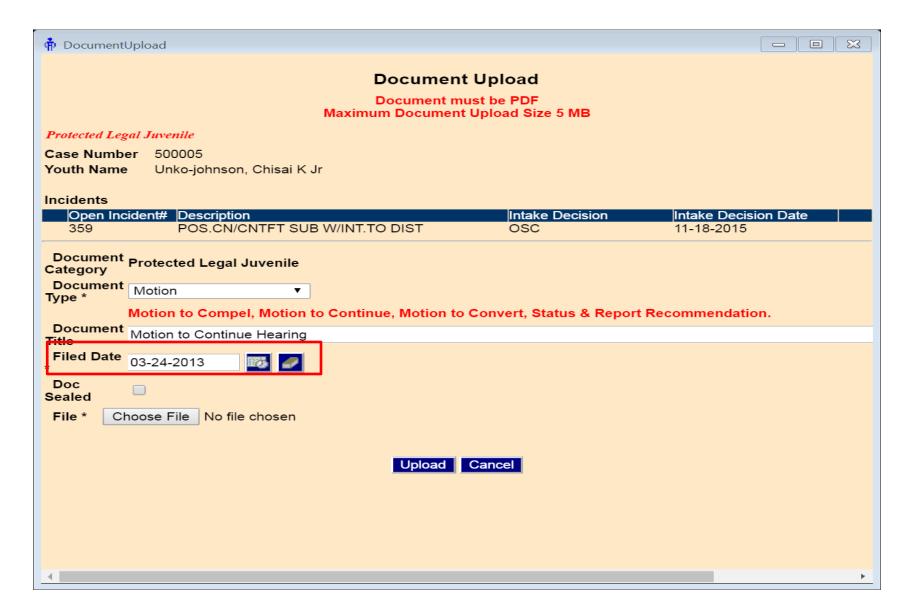


Fill in the document type, the title and the filed date (the filed date must be prior to the current date).

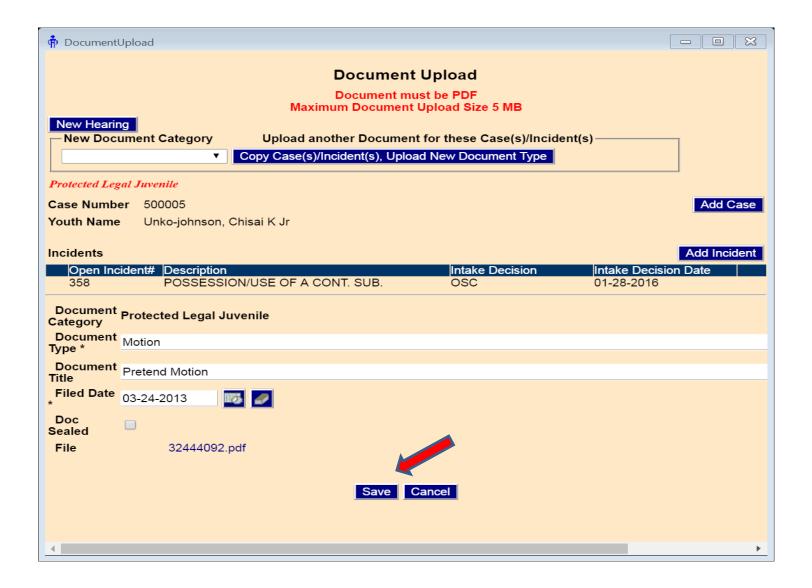
Choose the file to be upload and select upload



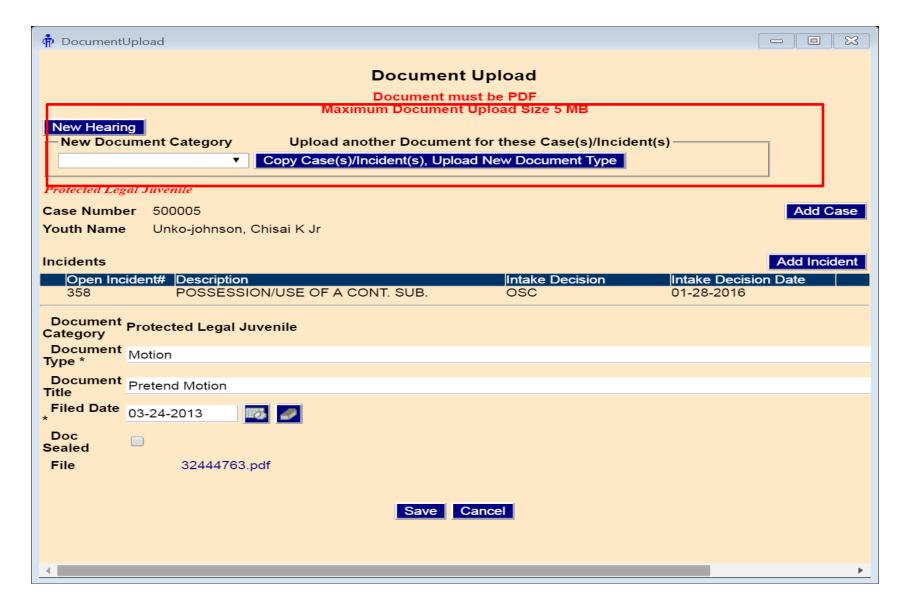
After April 3, 2016 you will only be able to select historical dates as the filed date. Any document filed on the current date will need to be eFiled as a new document.



#### Select save



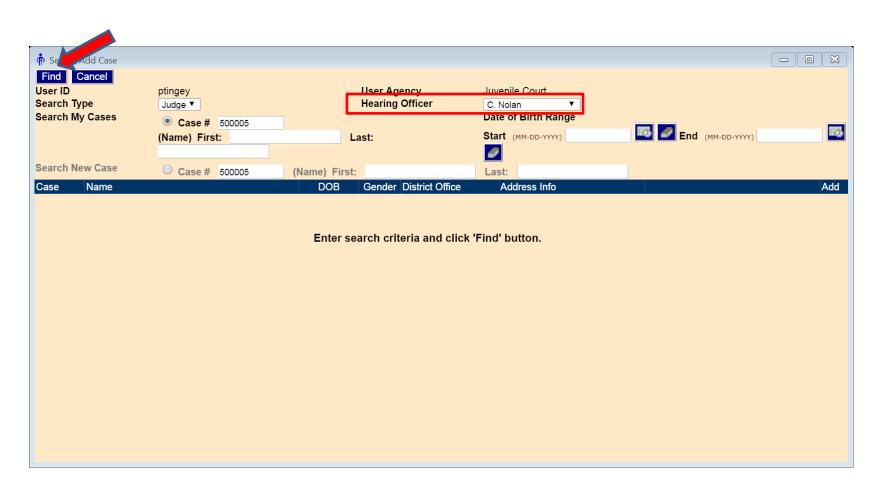
# You can also upload another document for the same case and incident from this screen.



Documents filed after April 3, 2016 must be eFiled as new documents. Select eFile new.



## Select the hearing officer and click on find



### Select the add button



## From this screen proceed with adding the document

